ARTICLE I - NAME
1.1 The name of this organization is Latinx Faculty Staff Association of the University of Washington. The Official acronym is LFSA.

1.2. The principal office of this organization is fixed and located at the University of Washington.

ARTICLE II: MISSION
2.1 The University of Washington (UW) Latinx Faculty and Staff Association (LFSA) is an advocacy, leadership development and social network that addresses Latinx issues in higher education, including the educational concerns and advancement of the UW Latinx community.

ARTICLE III: PURPOSE
3.1 The University of Washington (UW) OMA&D Latinx Faculty and Staff Association (LFSA) strives to fulfill the mission of the organization through the following core values:

- Highlighting scholarship produced about Latinx communities; spotlighting the contributions of Latinx staff
- Creating community and a support network that nurtures Latinx’s as a visible and viable part of the UW environment and leadership
- Enhancing knowledge of Latinx educational contributions related to Latinx communities
- Promoting social and cultural activities that relate to Latinx communities on and off campus

ARTICLE IV: MEMBERSHIP
4.1. LFSA promotes an inclusive environment. Membership is open to current faculty and staff members, employed at least half time in a benefits eligible position at the University of Washington Seattle, Tacoma or Bothell Campus staff and faculty personnel. Additionally, UW faculty and staff retirees are eligible for membership, but cannot hold an executive board or serve as chairs of standing committees.

4.2. Members are self-identified as Latinx.
4.3 Allies are welcome to participate in events and have the option to act as a volunteer. However, allies shall not have voting rights, shall not be eligible to hold office, and cannot chair committees.

4.4 The one member-one vote principle shall apply to all members.

**ARTICLE V: ORGANIZATIONAL STRUCTURE**

5.1 The Executive board consisting of the Co-Chairs will act on behalf of the Association in promoting the mission statement in Article II.

5.2 Executive Committee--The executive committee comprises of one: 1) Staff Co-chair, 2) faculty co-chair, and 3) three additional officers.

5.3 Officers are elected to serve for two years. The elections process for LFSA officers is outlined in Article VIII: Elections and Election Procedures.

5.2 Positions and Duties--All positions are subject to the organization’s election process, outlined in Article VIII: Elections and Election Procedures

5.3 **Length of Service**-Elected officers will hold their positions for a minimum of no more than two years per term with renewal or extension of the term on a case by case basis as needed.

5.4 **Resignation**- Any board member may resign his/her position at any time. Such resignation shall be made in writing, and shall take effect at the time specified therein, and if no time be specified, at the time of its receipt by the entire board.

**ARTICLE VI: MEETINGS**

6.1 **Executive Meetings**- Monthly executive committee meetings are held to discuss business affairs of the organization. The Board shall meet no less than once per month of each year. Meeting times and locations are determined by executive co-chairs and based on availability of committee members. Meeting minutes will be taken at all meetings.

6.2. **Transitional meetings**- meetings for committee leadership are held at the discretion of outgoing and elected chairs of each committee, and are expected to occur no later than July 15 of the summer prior to the effective year.

6.3. **Committee Meeting**- Meetings of LFSA different committees are held at the discretion of the committee chairperson, at times and locations determined by the co-chairs and based on the availability of committee members.

6.4 **Meeting Agendas**-The agenda is determined by the executive co-chairs with advice from the executive committee. Individual members may submit to the co-chairs agenda items consideration in advance of the scheduled meeting.
6.5. **Quorum and Voting** - Voting requires two thirds of the executive committee in attendance shall constitute a quorum for action requiring a vote.

**ARTICLE VII: COMMITTEES**

7.1 Standing Committees--The purpose of the standing committee is to support the executive committee’s fulfillment of the Organization’s mission, by developing and implementing strategic goals for their corresponding committee. Positions for standing committee chairs are subject to LFSA’s election process.

7.2. Positions for Standing Committees

Committee Chairs-Individual committee chairs lead their committee’s strategic planning and inform the executive board of the committee’s plan(s) for the year. Individual chairs are elected to serve for one year and appointment may be renewed for consecutive years, according to the standard annual election. The election process for LFSA individual chairs is outlined in Article

**ARTICLE VIII: ELECTIONS AND ELECTION PROCEDURES.**

Chairs recruit volunteers for their committee and convene regularly with members for strategic planning in order to meet the goals of the committee’s mission, and coordinate their committee’s efforts to align with the executive board’s broad organizational efforts, to meet the overall goals and mission of LFSA.

Chairs ensure a recording of their meetings occurs and provides a summary to the executive committee, according to executive committee guidelines.

7.3 Committee members- support the committee chair in successfully planning, promoting and fulfilling the mission and goals of the committee.

7.4 **Duties of Standing Committees**--while the duties for each committee are listed in 7.5, there are attributes that a chair is expected to possess skills which enable the individual to carry out general duties. Chairs help committee members to develop in positive ways so together, the committee is able to actualize it’s goals.

Each standing committee has a chair who works collaboratively with their team, and communicates openly and timely with the executive committee. With the help of committee members, each chair manages all aspects of their committee functions. Responsibilities include overall program design including topics, agendas, guests/speakers, ideas, negotiating, scheduling, and coordination of all logistics for any meetings or events involved.

7.5 Description of Standing Committees

Cafe o Te Committee- is charged with the coordination and planning of LFSA’s monthly gatherings. The committee plans, coordinates, and executes all aspects of the gathering, including: food, location, publicity and other duties necessary for a successful event.
Welcome and Membership Committee- Shall be responsible for raising awareness of the organization and its activities through various social media platforms, developing and maintaining an LFSA website, and developing marketing collateral as needed.

Social and Community Engagement Committee- Shall be responsible for planning and coordinating social activities for the benefit of the membership. Also responsible for identifying and coordinating community service project(s) for our members to support.

Faculty Speaker Lunch Series Committee- This is an event to share the expertise of our faculty members at the University of Washington. Topics are varied.

ARTICLE VIII: ELECTIONS AND ELECTION PROCEDURES

The Election Committee manages an annual election process for committee chairs and bi-annually for executive committee chairs. The committee is responsible for planning and executing successful nominations and elections to fill these offices annually, as well as periodically for any office as vacancies occur. Selection of officers and committee chairs is determined by majority vote of the members of the organization. In the event that no candidate receives a simple majority vote, the LFSA co-chairs shall have the tie breaking vote. Since a vote of both co-chairs would not necessarily break a tie, a coin toss will determine which LFSA co-chair’s vote shall be the deciding vote. In the event that a candidate is running unopposed, that candidate can be automatically appointed to that position by the executive committee without the need for election by the full membership. For election process questions not addressed in this section, the committee will consult Robert’s Rules of Order for clarification, and work collaboratively with the executive committee to make the appropriate adjustments to this Constitution, if necessary.

1. In the event of the office of an executive co-chair becomes vacant, the corresponding co-chair elect assumes their duties and serves the remainder of the term as executive co-chair.

2. In the event that the office of any other executive committee member becomes vacant, the membership of LFSA shall execute a special election per the guidelines below.

3. In the event that the office of any committee chairperson becomes vacant, the executive committee, at their discretion, may determine to request an election or may appoint a suitable member outright to serve the remainder of the term.

Nominations

The committee designs the nomination form to include a list of available positions and a brief description of the duties of each.

1. Nominations are solicited during the month of March with sufficient time given to the membership for submitting names during a general meeting or by e-mail. The nomination phase is completed at least eight full business days prior to the May meeting where voting takes place.
2. The committee ensures that all nominations received are checked for the candidate’s eligibility. Only current UW Latinx members of the organization are eligible to run for office.

3. All candidates are provided an opportunity to present their platform at an executive board meeting, and such meeting will be sufficiently publicized to have the maximum number of attendees present. Election follows these presentations.

Elections

8.9 The committee designs the ballots to include a list of available positions with the corresponding list of candidates for each.
8.10. Election occurs during the executive committee meeting in the month of May.
8.11 The duration of the election provides sufficient time to allow board members to read, review, and cast their vote in a confidential, pressure-free setting.
8.12 The committee ensures that all votes are received, checked for validity (i.e., only one vote per member), and tabulated. This occurs in a confidential setting with Election Committee members present and one member of the executive committee (to be chosen by the Election Committee.) With the exception of this one member of the executive committee, current officers and chairs of standing or ad hoc committees may not participate in the tabulation of votes.

Special Elections

If vacancies occur outside of the annual election process, the committee steps in to fill the position by executing a special election. The committee follows the following guidelines to fill a vacancy during a term.

A. Nominations

1. The committee designs a nomination form to include a list of available positions and a brief description of the duties of each.

2. The nomination occurs during a specified, sufficiently-published schedule and will occur during the next general membership or by sending notification via email.

3. The membership will be allowed at least three full business days to submit nominations. The nomination phase is completed at least three full business days prior to voting.

4. The committee ensures that all nominations received are checked for the candidate’s eligibility. Only current members of the organization are eligible to run for office.

5. All candidates may be provided an opportunity to present their platform at a general membership meeting or via email through submissions to the committee, which the public
relations officer will send to the membership. Alternative to presentations, brief introductions and comments by the candidates(s) may be included on the ballot itself.

B. Elections

1. The committee designs the ballot to include a list of the available position with the corresponding list of candidates for it.

2. Election occurs at a specified, sufficiently-published time.

3. When possible, election occurs during the general executive committee meeting immediately following the vacancy. If needed, election may occur via email to LFSA membership, the next guideline below is followed.

4. The election provides sufficient time to all current members to read, review, and cast their vote in a confidential, pressure-free setting.

5. The committee ensures that all votes are received, checked for validity (i.e., only one vote per member), and tabulated. This occurs in a confidential setting with Election Committee members present and one member of the executive committee (to be chosen by the Election Committee.) With the exception of this one member of the executive committee, current officers and chairs of standing or ad hoc committees may not participate in the tabulation of votes

ARTICLE IX: AMENDMENTS

These Articles may be amended by quorum vote. Amendments are presented only after a proposal has been reviewed and approved by the executive committee. Proposals for amendments to this Constitution may be submitted to the executive committee for review prior to the presentation of the changes to the full membership for consideration. The amendment may occur at any regular or special, sufficiently-publicized meeting of the members of LFSA at which a quorum exists by a vote of a majority of the members present, provided that prior written notice and description of the proposed amendment is provided to all members at least 10 business days in advance of such meetings. The proposal presentation and voting will occur at this meeting. Adoption of an amendment becomes effective immediately after a majority vote. Upon adoption of any amendments, notification is sent to LFSA membership.

Article X: STANDING RULES

In addition these Articles known as the CONSTITUTION, LFSA shall develop and vote on STANDING RULES which will include but not be limited to clarifying the day-to-day administrative operations of the organization. Once adopted, the Standing Rules will not be subject to approval from the full membership for changes, etc.